



CONTINUING EDUCATION PROVIDER APPLICATION

SECTION 1: INSTRUCTIONS

STEP 1: Complete all sections of the application form.

STEP 2: Calculate total number of CE hours needed for entire year.

- You may apply for additional CE hours during the year if necessary.
- Calculate each individual 60-minute clock hour within the program to be considered. (For example, if there are four concurrent sessions offered within a one-hour time-frame, then the total number of CE hours is four hours. Add up the total number of 60-minute clock hours, and subtract the lunch or dinner break, as these breaks do not qualify as CE hours. It is not necessary to deduct break periods.)

STEP 3: Determine the correct application fee (see Section 3 below), and submit payment with application. Application fees are non-refundable. Purchase orders will only be accepted from other state agencies.

STEP 4: All applications, including correct fee amount, must be received 30 days prior to first date of first scheduled program.

SECTION 2: PROVIDER INFORMATION

CONTINUING EDUCATION
PROVIDER/ORGANIZATION NAME:

CONTINUING EDUCATION PROVIDER NUMBER: (If a prior CEP number has been issued by Board):

CONTACT PERSON:

TELEPHONE NUMBER:
(include area code)

PROVIDER'S WEB ADDRESS:

ADDRESS:

E-MAIL ADDRESS:

CITY:

STATE:

ZIP CODE:

SECTION 3: PROVIDER FEES & CE HOURS

◆ PLEASE CHECK THE APPROPRIATE BOX FOR THE NUMBER OF HOURS
REQUESTED AND CORRESPONDING FEE FOR A ONE YEAR PERIOD:

◆ LIST THE NUMBER OF CE HOURS REQUESTED FOR
ONE YEAR PERIOD IN THE BOX BELOW:

- ☐ \$ 50: 1 to 8 clock hours
☐ \$100: 9 to 16 clock hours
☐ \$200: 17 to 32 clock hours

- ☐ \$400: 33 to 48 clock hours
☐ \$600: 49 or more clock hours

Total CE hours: _____

SECTION 4: PROVIDER STATEMENT OF COMPLIANCE

◆ By signing and dating below, I agree to comply with the following requirements in the Board's Statute, Chapter 148E.145:

☒ **Subdivision 3, Criteria for programs offered by continuing education providers:**

- (a) A continuing education provider must employ the following criteria in determining whether to offer a continuing education program:
- 1) whether the material to be presented will promote the Board's standards of practice described in sections 148E.195 to 148E.240;
 - 2) whether the material to be presented will contribute to the practice of social work as defined in section 148E.010;
 - 3) whether the material to be presented is intended for the benefit of practicing social workers; and
 - 4) whether the persons presenting the program are qualified in the subject matter being presented.
- (b) The material presented must not be primarily procedural or primarily oriented towards business practices or self-development.

☒ **Subdivision 2, (4) Certificate of attendance for participant:**

The provider agrees to furnish a certificate of attendance to each participant in a program offered by the provider.

PROVIDER SIGNATURE:

DATE:

FOR BOARD USE ONLY

CEP #

CHECK #:

AMOUNT: \$

DEP #:



CONTINUING EDUCATION PROVIDER INSTRUCTIONS AND INFORMATION

REQUIREMENTS OF CE PROVIDERS

CE PROVIDER APPROVAL:

- 1) is valid for programs offered no later than one year from the date the application is approved by the Board;
- 2) must be issued in advance of the program date (provider approval cannot be granted after the date of the program);
- 3) may not be advertised until the provider receives written approval from the Board;
- 4) may be revoked if the program fails to conform in any manner to the materials submitted by the provider in its request for approval. The Board's decision is not subject to judicial or administrative review.

CE PROVIDER AUDIT AND INFORMATION REQUIREMENTS:

Minnesota Statute, Chapter 148E.145:

Subdivision 4.

(a) The board may audit programs offered by a continuing education provider approved by the board to determine compliance with the requirements of this section.

(b) A continuing education provider audited by the board must provide the documentation specified in subdivision 5, as follows:

Subdivision 5.

For three years following the end of each program offered by a continuing education provider, the provider must maintain the following information:

- 1) the title of the program;
- 2) a description of the content and objectives of the program;
- 3) the date of the program;
- 4) the number of clock hours credited for participation in the program;
- 5) the program location;
- 6) the names and qualifications of the primary presenters;
- 7) a description of the primary audience the program was designed for; and
- 8) a list of the participants in the program.

Program documentation should not be submitted with your CE Provider Application. As stated above, you must retain your documentation for three years following the end of each program offered. Documentation should only be submitted if you receive notification from the Board that your programs are being audited.

CE CHANGES EFFECTIVE AUGUST 1, 2011

Minnesota Statute, Chapter 148E.130:

Subdivision 1. **Total clock hours required.** At the time of license renewal, a licensee must provide evidence satisfactory to the board that the licensee has, during the renewal term, completed at least 40 clock hours of continuing education.

Subdivision 1a. **Increased clock hours required effective August 1, 2011.** (a) Notwithstanding the requirements in subdivision 8, the clock hours specified in subdivisions 1 and 4-6, apply to all new licenses issued effective August 1, 2011, under section 148E.055.

(b) Any licensee issued a license prior to August 1, 2011, under section 148E.055 must comply with the increased clock hours in subdivisions 1 & 4-6, and must document the clock hours at the first two-year renewal term after August 1, 2011

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CE CHANGES EFFECTIVE AUGUST 1, 2011: (continued)

Minnesota Statute, Chapter 148E.130:

Subdivision 2. Ethics requirement. At least two of the clock hours required under subdivision 1 must be in social work ethics, including at least one of the following:

- (1) The history and evolution of values and ethics in social work;
- (2) Ethics theories;
- (3) Professional standards of social work practice, as specified in the ethical codes of the National Association of Social Workers, the Association of Canadian Social Workers, the Clinical Social Work Federation, and the Council on Social Work Education
- (4) The legal requirements and other considerations for each jurisdiction that registers, certifies, or licenses social workers; or
- (5) The ethical decision making process.

Subdivision 3. **Requirement for LICSWs.** For licensed independent clinical social workers, at least 24 of the clock hours required under subdivision 1 must be in the clinical content areas specified in section 148E.055, subdivision 5.

Subdivision 4. **Requirement for supervisors.** For social workers providing supervision according to sections 148E.100 to 148E.125, at least six of the clock hours required under subdivision 1 must be in the practice of supervision.

Subdivision 5. **Independent study.** Independent study must not consists of more than 15 clock hours of continuing education per renewal term. Independent study must be for publication, public presentation, or professional development. Independent study includes, but is not limited to, electronic study. For purposes of subdivision 4, independent study includes consultation or training regarding supervision with a licensed professional who has demonstrated supervisory skills.

ADDITIONAL LICENSING REQUIREMENTS WHICH CAN BE OBTAINED WITH CE HOURS

Minnesota Statutes, Chapter 148E.120:

Subdivision 1: Licensing Supervisors licensed as social workers must have completed a one-time requirement of 30 hours of training in supervision through coursework from an accredited college or university, or through continuing education in compliance with sections 148E.130 to 148E.170.

Minnesota Statutes, Chapter 148E.055:

Subdivision 5: To be eligible for licensure (a) To be licensed as a licensed independent clinical social worker, an applicant for licensure by examination must provide evidence satisfactory to the board that the applicant:

- (1) Has received a graduate degree in social work from a program accredited by the Council on Social Work Education, the Canadian Association of Schools of Social Work, or a similar accreditation body designated by the board, or a doctorate in social work from an accredited university;
- (2) Has completed 360 clock hours (one semester credit hour = 15 clock hours) in the following clinical knowledge areas
 - (i) 108 clock hours (30%) in differential diagnosis and biopsychosocial assessment, including normative development and psychopathology across the life span;
 - (ii) 36 clock hours (10%) in assessment-based clinical treatment planning with measurable goals;
 - (iii) 108 clock hours (30%) in clinical intervention methods informed by research and current standards of practice;
 - (iv) 18 clock hours (5%) in evaluation methodologies;
 - (v) 72 clock hours (20%) in social work values and ethics, including cultural context, diversity, and social policy; and
 - (vi) 18 clock hours (5%) in culturally specific clinical assessment and intervention;

(b) The requirement in paragraph (a), clause (2) may be satisfied through academic coursework, and up to 90 continuing education hours, not to exceed 20 hours of independent study as specified in section 148E.130, subdivision 5. **This continuing education must have a course description available for public review and must include a posttest.**